



**UNITED STATES ENVIRONMENTAL PROTECTION AGENCY  
WASHINGTON, D.C. 20460**

December 15, 2009

**OFFICE OF  
ADMINISTRATION  
AND RESOURCES  
MANAGEMENT**

Mr. Jared Blumenfeld

(b) (6)

Dear Mr. Blumenfeld:

Congratulations! You have been selected for an appointment with the U.S. Environmental Protection Agency! This is to officially inform you of your position of Regional Administrator for Region 9 located in San Francisco, CA. This position may require a Secret or Top Secret security clearance. It will require that you submit to a drug test. Information regarding where to submit to the drug test will be forwarded to you in a separate attachment. You will have 3-days after notification to submit to the test. If your test results are not favorable your appointment will be terminated.

The position to which you are being appointed is a SES Noncareer position. Your acceptance of this position means that: (1) your position is not in the competitive service; (2) you will serve at the pleasure of the Administrator; and (3) termination of your appointment may occur at anytime upon notice thereof. During a change in Administration, each position is generally reviewed on a case-by-case basis to determine if they meet the needs of the new Administration's goals and objectives for the Agency.

**Information about Your Position**

- Your annual salary will be \$177,000
- Your supervisor will be Lisa P. Jackson, Administrator
- You will work a full-time schedule
- SES members earn 8 hours of annual leave per pay period and 4 hours of sick leave per pay period. A maximum of 720 hours of annual leave can be carried forward into next leave year; and there is no cap on accrued sick leave;
- You will be covered under the Federal Employees Retirement System (FERS); and
- You will be required to complete the SF-278 Financial Disclosure form.

**What to Bring to Orientation**

- ▶ Document(s) to establish your identity and employment eligibility (e.g., a current passport, certificate of U.S. citizenship, or a current copy of your driver's license)
- ▶ Social Security card issued by the Social Security Administration.
- ▶ You should also access our website and complete the forms for employees serving on an "Excepted Service Appointment: <http://www.epa.gov/ohr/forms/>
- ▶ Voided check

If you are unable to produce the required document(s) you must produce a receipt showing that you have applied for the document(s). You will have three days to bring the original document(s) to the Personnel Office.

## **Benefits**

As a non-temporary appointee, you are entitled to the same Federal Benefits package provided to General Schedule employees including:

- ▶ 10 paid Federal Holidays per year
- ▶ 13 days of sick leave each year
- ▶ 13 to 26 days of vacation, depending on your years of employment
- ▶ National recognized health insurance model that offers choice and flexibility along with substantial employer contributions to premiums. Employee share of premiums can be paid with pre-tax dollars. You must enroll within 60-days after hired. For information about providers please visit:  
<http://opm.gov/insure/health/index.asp>
- ▶ Group Term Life Insurance Program. You must enroll within 31-days after hired.
- ▶ Long-term Care Insurance. You must enroll within 60-days after hired.
- ▶ Thrift Savings Plan (TSP), a self-directed retirement savings program through multiple investment options similar to a 401(K) plan

After your appointment, please schedule an appointment with Kay Johnson, Executive Resources Division Benefits Specialist, on 202-564-7903 to discuss your employee benefits. It is very important that you meet with Ms. Johnson within your first week of employment to establish your benefits.

We are pleased that you have chosen the U.S. Environmental Protection Agency as your place of employment and look forward to welcoming you to the Agency. We hope that you will find your new assignment both challenging and rewarding. Your signature on the following page signifies your acceptance of this offer and the terms of the appointment as described above. If you have questions or concerns, please feel free to call me on (202) 564-0394.

The Human Resources team in Region 9 is prepared for your arrival on **Monday, January 4, 2010** for your New Employee Orientation session. Please call Vicki Lane upon your arrival on (415) 972-3827.

Sincerely yours,

/s/

Howard Barnett  
Executive Resources Division  
Office of Human Resources

I, Jared Blumenfeld, hereby accept a Noncareer Senior Executive Service position of Regional Administrator for Region 9 located in San Francisco, CA under the conditions set forth as stated in this letter.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Please return this page only to your orientation representative on  
January 4, 2010. Thank you.**